

## WRITTEN ONLY EXAMINATION

The examination packet contains information concerning the examination for which you have been scheduled. It is important that you review all of the information prior to the examination date.

**You are required to bring a photographic identification card in order to be admitted into the exam facility. The identification card must be an official card, such as a drivers license or government issued identification card.**

### **Tardiness or Cancellation**

Please notify the examination proctor immediately, if you arrive late for the examination. Although it may not be possible for you to take the examination as scheduled, proper notification of your tardiness will help to avoid the penalty for non-appearance.

According to Rule 3.3, “Any applicant who fails to appear for a scheduled examination has one (1) week to provide written documentation justifying the non-appearance. If good cause is shown for the non-appearance, then the applicant may be rescheduled for examination. If good cause is not shown, an applicant may be rescheduled for examination up to one (1) year from the date of the first scheduled examination. Any applicant that habitually fails to appear for a scheduled examination may receive a time penalty at the discretion of the Director. All applicants rescheduling for examination will be required to submit the examination fee with the new application.”

You may cancel the examination by contacting the Board office at (501) 682-2168 no later than the Friday immediately preceding the examination for which you are scheduled. Written notice of your cancellation must follow your call that can be attached to your records.

### **Dress Code**

A uniform is not required for the written only examination.

### **Refreshment and Parking Areas**

Candidates may not smoke, eat, drink or chew gum in the exam area. There are public parking areas in close proximity of the building, as well as metered parking. However, you are encouraged to **not** park at the metered spaces, as you will not be excused during the examination to put money into them.

### **Anonymity**

You may not give any personal information about yourself or make any comment concerning your instructor, school, or the training you received to an examiner. Except for medical purposes, you cannot wear any type of personal identification.

**Interpreter** - If you require the assistance of an interpreter, you must contact the Board office immediately to obtain a list of the eligible interpreters who may provide this type of assistance. In addition, you are required to inform the Board office of the interpreter whose services you have retained, as a signed statement must be on file with the interpreter acknowledging his/her understanding of the rules concerning the assistance provided during the written and/or practical examination.

**Special Accommodations** - The special accommodations available for candidates are a reader or additional time. These accommodations are available for the written examination only. If you require special accommodations and have not notified the Board office, you must do so immediately as the Board office must prepare in advance for these requests.

**Examinations** - The **written examination** is two (2) hours in length. During the examination you will not be allowed to carry any item into the examination room, except your identification.

Please be advised that the state of Arkansas now includes a state law test as part of the written examination. Candidates taking the written exam for the **first time on or after February 1, 2006 will be required to take the state law test.**

The questions have been extracted from both the law book and the rules/regulations, and they are focused on information you would need to know if you were beginning employment in a cosmetology establishment today. The goal of the law test is to force you to consider the legal requirements to which you will be held when working in the cosmetology profession.

Any candidate who has not been provided a copy of the Arkansas cosmetology law or the rules/regulations may obtain a copy from our Website at [www.arkansas.gov/cos/](http://www.arkansas.gov/cos/).

**Examination Results** - The test materials are sent out-of-state for scoring; therefore, the results will not be available for approximately two (2) weeks. **You are encouraged to not contact the Board office for grade results, as this may delay our ability to post the grades in our computer.**

Candidates that pass the written examination will be sent a license. These candidates would also be able to locate their information in the Roster on our Website at [www.arkansas.gov/cos/](http://www.arkansas.gov/cos/), so you are encouraged to periodically check this out during the second week after your examination.

Candidates that fail the written examination will be sent information concerning their scores to help them prepare for re-examination. All candidates that must retake the written examination will be eligible to do so upon filing another application and submitting the required examination fee.

**Licensure** - A current license will be issued to candidates that pass the examination, and it will expire on December 31<sup>st</sup> of each year thereafter. The license must be renewed prior to January 31<sup>st</sup> in order to remain active. Any licensee found working without a current license is subject to disciplinary action by the Board.

**Failure to follow the rules outlined in the examination packet may result in your dismissal from the examination!**